

**MEMORANDUM**

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**TO:** NWABSD Board of Education  
Members

**DATE:** August 27, 2024

**NUMBER:** 25-007

**FR:** Office of the Superintendent

**SUBJECT:** Approval to Amend  
Contract; Karen McCain

**ABSTRACT:**

Board approval is required for contracts that exceed \$50,000.

**ISSUE:**

At issue is the Board's Approval to amend the Memorandum of Agreement (MOA) with Karen McCain of McCain Services for a total amount not to exceed \$162,509.04

**BACKGROUND AND/OR PERTINENT INFORMATION:**

Karen McCain of McCain Services serves as Project Evaluator for the District's Federal Grants. In addition to finding grant opportunities and assisting the district in writing grant proposals, her duties include evaluating and overseeing existing federal grant projects, data entry, and completing all required Federal Performance Reports. The amended MOA, which includes travel, is for a total of \$162,509.04

Funding for MOA	
General Grant Writing (general fund) Used when working on new grant applications only	\$15,000.00
Literacy Connection (LIT) Federal Grant FY24/25 (\$766,591) 7/01/2024 to 6/30/2025	\$48,054.82
Native Youth in Action (NYIA) Federal Grant FY24/25 (\$458,584) 7/01/2024 to 6/30/2025	\$25,478.80
Our Youth Our Future (OYOF) Federal Grant FY24/25 (\$972,211) 7/01/2024 to 6/30/2025	\$38,675.42
Alaska Native Education Ilisautri Project (NEW) FY25 (\$1,186,243.00) 08/01/2024 to 7/31/2025	\$35,300.00
Total	\$162,509.04

The grants Karen McCain assists the district in managing for the FY25 school year total \$3,383,629.00. Her outside evaluator costs for those grants equals 4.35%

**ALTERNATIVES:**

1. Approve the amendment to the Memorandum of Agreement (MOA) with Karen McCain of McCain Services for the amount not to exceed \$162,509.04 as presented;
2. Disapprove the amendment to the MOA for McCain Services for the amount not to exceed \$162,509.04 as presented;
3. Take no final action.

**ADMINISTRATION'S RECOMMENDATION:**

The administration recommends board approval of the MOA with McCain Services for a total amount not to exceed \$162,509.04, as presented.

**NORTHWEST ARCTIC BOROUGH SCHOOL DISTRICT**

**ADDENDUM TO  
MEMORANDUM OF AGREEMENT**

MOA # 225005MOA

Between

Contractor Name: Karen McCain—McCain Services

Address: PO Box 520505

Big Lake, AK 99652-0505

and

**Northwest Arctic Borough School District**

The above referenced Memorandum of Agreement is hereby amended as follows:  
MOA Addendum:

	<u>Amount</u>
Account #: <u>100.099.510.000.410</u>	<u>\$15,000.00</u>
Account #: <u>353.099.350.224.410</u>	<u>\$18,254.82</u>
Account #: <u>353.099.350.225.410</u>	<u>\$29,800.00</u>
Account #: <u>354.099.350.224.410</u>	<u>\$10,278.80</u>
Account #: <u>354.099.350.225.410</u>	<u>\$15,200.00</u>
Account #: <u>367.099.320.224.410</u>	<u>\$23,625.42</u>
Account #: <u>367.099.320.225.410</u>	<u>\$15,050.00</u>
<u>365.099.350.225.410</u>	<u>\$35,300.00</u>
<b>NEW MOA Total:</b>	<u>\$162,509.04</u>

Budget Authority Approval: \_\_\_\_\_

**Contractor Additionally Agrees:**

MOA is addended to include contracted services for new Alaska Native Education Grant Ilisautri Project.

**District Additionally Agrees:**

Pay for all billed services in a timely manner, contractor is also provided a school district laptop for district related work and has access to district technology services as required as a contractor.

Date of Board Approval (if applicable):

Agreed to by:

\_\_\_\_\_  
Contractor, (Sign and Return to Program Contact Person)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent- Authorized Signature, NWABSD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Administrative Services, NWABSD

\_\_\_\_\_  
Date